



STANDING RULES OF PROCEDURE (SROP)

Name: NYSALM Finance Committee

Type: Standing

Meeting structure: The finance committee will meet by conference call six times a year, typically once every two months between board meetings. Additional meetings will be scheduled on an as-needed basis.

Composition:

One chair or two co-chairs

4-5 general members

President of BOD (member ex-officio per bylaws)

The current NYSALM treasurer is always a de facto member of the Finance Committee.

Purpose & responsibilities:

- Examine and maintain financial health of organization
- Determine principles and guidelines for use of NYSALM's treasury
- Provide guidance to the treasurer
- Present annual budget to the board on a yearly basis at the January meeting
- Create long-term financial plan, including investments, and review this every two years
- Develop a plan and guidelines for fundraising if needed, including budget, goals, and ethics
- Review and approve budgets for each committee, including annual and supplementary budget requests
- Review and approve requests for reimbursement from board members
- Maintain financial records, including in-kind donations of \$100 or greater

Approved by BOD on 11/9/12

Amended by BOD on 6/21/13